

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Salary Account Opening

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the opening of a salary account with [Bank Name]. I am currently employed at [Your Company Name] as a [Your Job Title], and my salary will be credited monthly through your bank.

Please find attached the necessary documents for account opening, including my identity proof, address proof, and employer details. I would appreciate your guidance through the account opening process and any additional requirements you may have.

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]